

Circle the correct answer:

Identify the choice that best completes the statement or answers the question.

1. The creation of a solution is part of which stage of the problem-solving methodology?  
A Design. C Development.  
B Analysis. D Implementation.
2. A simple database containing all the data in a single table is called a  
A chart. C flat-file database.  
B module file D relational database.
3. A set of data related to one entity in a database is known as a  
A file C record.  
B field. D column.
4. In a database table each \_\_\_\_\_ corresponds to a field and each \_\_\_\_\_ is a record.  
A query, row C row, column  
B column, row D column, form
5. The \_\_\_\_\_ is a field used as a unique identifier for each record.  
A row C module  
B query D primary key
6. Which element of a database is used for input?  
A Form. C Query.  
B Table. D Report.
7. Data is filtered using a  
A form. C macro.  
B query. D report.
8. A \_\_\_\_\_ can automate a series of tasks in a database.  
A field C record  
B macro D primary key
9. Files with multiple tables which have one or more linked fields are called  
A pivot tables. C multi-field databases.  
B worksheets. D relational databases.
10. What is the connection between fields in different tables called?  
A The join. C Documentation.  
B A relationship. D The point of origin.

11. A data structure \_\_\_\_\_ is used to show the structure of fields, whereas a data structure \_\_\_\_\_ shows how tables are linked.

- |   |             |   |                |
|---|-------------|---|----------------|
| A | table, plan | C | diagram, table |
| B | plan, chart | D | table, diagram |

12. Layout diagrams are typical planning tools used for \_\_\_\_\_ and \_\_\_\_\_.

- |   |                 |   |                |
|---|-----------------|---|----------------|
| A | forms, reports  | C | macros, forms  |
| B | tables, queries | D | forms, queries |

13. Creating a \_\_\_\_\_ during the design stage allows us to establish which functions and formulas are working in the development stage.

- |   |           |   |                         |
|---|-----------|---|-------------------------|
| A | database  | C | layout diagram          |
| B | test plan | D | list of staff available |

14. Which design tool shows the logical steps which need to be followed in order to create the solution?

- |   |             |   |                  |
|---|-------------|---|------------------|
| A | IPO chart.  | C | Structure chart. |
| B | Flow chart. | D | Layout diagram.  |

15. Methods of database validation include

- |   |                 |   |                         |
|---|-----------------|---|-------------------------|
| A | list boxes.     | C | table validation rules. |
| B | IIF statements. | D | all of the above.       |

16. Which of the query criteria below would show a list of only those people whose name ends with 'Smith' (e.g. Goldsmith)?

- |   |        |   |        |
|---|--------|---|--------|
| A | *smith | C | ?smith |
| B | smith* | D | s??th  |

17. The process of testing to see if the information produced by the solution gets its message across is known as

- |   |                |   |                          |
|---|----------------|---|--------------------------|
| A | evaluation.    | C | user validation.         |
| B | flow charting. | D | user acceptance testing. |

18. When creating user documentation you need to consider

- A the level of expertise of the user.
- B the language levels of the writers of the documentation.
- C the role that customers played in developing the system.
- D how much space the application takes up on the hard drive.

19. The process of discontinuing the use of the old system and starting to use the new system is called the \_\_\_\_\_ stage.

- |   |            |   |                |
|---|------------|---|----------------|
| A | evaluation | C | development    |
| B | changeover | D | implementation |

20. What is the purpose of the evaluation stage?

- A To see how successful the solution has been.
- B To ensure that all formulas are working correctly.
- C To ensure that any validation rules operate properly.
- D To plan how the suggestion solution will look when complete.